

**MINUTES**  
**POLICE AND FIRE COMMISSION**  
**Monday, November 30, 2015**  
**City Hall, Room 310**  
**3:30 PM**

MEMBERS PRESENT: Commissioners Rod Goldhahn, Barbara Dorff, David Nelson, Nancy Schopf and Justin Mallett

OTHERS PRESENT: Fire Chief David Litton, Interim Police Chief Jim Lewis, HR Operations Manager Melanie Falk, and HR Generalist Jen Smits.

**1. Roll call.**

The meeting was called to order at 3:30 p.m. by President Goldhahn. Roll call was taken.

**2. Approval of the minutes from the meeting of the Police and Fire Commission held November 5<sup>th</sup>, 2015.**

Comm. Goldhahn requested that a clarification be made to the minutes. Specifically, the minutes should reflect that the two fire fighter candidates from the last fire academy voluntarily resigned after the academy was completed. A motion to approve the change was made by Comm. Dorff second by Comm. Nelson. Motion carried.

**3. President's Report.**

Comm. Goldhahn reminded the Commission of the Patrol Officer interviews taking place on December 1<sup>st</sup>, 2015. Comm. Goldhahn also provided the Commission with an update regarding the Benthein Case. He stated that Mr. Benthein left him a phone message, at the time the prehearing was scheduled to begin, indicating that he was unable to attend the prehearing, and that he had left the state with no intention of returning to Green Bay.

**4. Communications.**

- a. Budget Status Report**
- b. Budget Spreadsheet**

Comm. Goldhahn commented that the bills are all related to recruiting. The biggest expense would be the testing process with Fox Valley Technical College for Fire Fighter candidates.

Comm. Goldhahn requested a motion to accept and place the bills on file as received. Motion made by Comm. Dorff, second by Comm. Mallett. Motion carried.

**5. Report from the Chiefs.**

Chief Litton reported that on Saturday, November 28, 2015 Station 3 responded to a business on Broadway. A 16 year-old female had collapsed. When the crew arrived on scene the patient was pulseless and non-breathing. With assistance from the ambulance, the crew was able to resuscitate the patient. The patient was delivered to the hospital with a pulse.

Chief Litton reported that he received notice from Lieutenant Nick Craig that he is going to resign from his position as the Public Information/Public Relations officer and will be returning to his previous position as an active Fire Fighter. Lt. Craig worked for 8 years in this position and he worked closely with the media. The position will be posted internally in hopes of finding the right candidate. A question was asked as to why Fire Fighters can apply for the position. Chief Litton stated that Fire Fighters are eligible to apply due to the combination of experiences they obtain while working at a scene and their ability to answer questions under those circumstances. Chief Litton also commented that there was one more resignation in the

department. Fire Engineer Aaron Depas is resigning from his current position to start his own business. Chief Litton reported that the department is working on re-developing their table of organization. He explained that one position was being eliminated and he would be combining three positions into two positions, one of which is the Assistant Fire Chief.

Interim Police Chief Lewis reported that the department's Office Manager Cathy Allcox who has been with them for 21 years will be leaving the department effective December 21<sup>st</sup>, 2015. She will be the new Office Manager for the Appleton Police Department. Interviews to replace the position are being conducted next week. With No Shave November, the department was able to raise \$2,955 for Special Olympics. Individuals in the department who wanted to participate donated \$50 for growing a beard and \$35 for growing a goatee.

**6. Bills.**

Comm. Goldhahn requested a motion to accept and place the bills on file as received. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

**7. Set date of next meeting.**

The next meeting will be held on Thursday, January 7, 2016, at 3:30 p.m. in Room 310.

**8. Review of Patrol Officer candidates. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Schopf with a second by Comm. Nelson to go into closed session. Motion carried.

\*\*\*\*\*

A motion was made by Comm. Dorff to return to open session with a second by Comm. Mallett. Motion carried. Out of closed session Comm. Goldhahn reported that three Patrol Officer candidates were reviewed, two were rejected and one candidate will be receiving a conditional offer to continue in the selection process.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Nelson, second by Comm. Schopf. Motion carried.

The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Manila Vang, Recording Secretary

APPROVED: \_\_\_\_\_  
Rod Goldhahn, President